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AFSC 1C3X1 COMMAND POST SPECIALTY



CAREER FIELD EDUCATION AND TRAINING PLAN

**COMMAND POST SPECIALTY
AFSC 1C3X1**

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**COMMAND POST SPECIALTY
AFSC 1C3X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive training document that identifies life-cycle training and education requirements, training support resources, and upgrade requirements for Air Force Specialty Code (AFSC) 1C3X1. This CFETP provides personnel a clear career path to enhance an individual's chance for success in their Air Force career and instills rigor in unit level training. AFRC and ANG career paths will differ from the career paths depicted in this document.

2. This CFETP consists of two parts. Both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (i.e., knowledge, education, training, and other); Section D indicates resource constraints (i.e., funds, manpower, equipment, and facilities); and Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core tasks, and correspondence course requirements; Section B contains the Course Objective List (COL) and training standards supervisors use to determine if airmen have satisfied training requirements; Section C identifies available support materials. An example is a Qualification Training Package (QTP), which may be developed to support proficiency training. These packages are identified in AFIND8, *Numerical Index of Specialized Educational Training Publications*. Section D identifies a training course index supervisors use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency, which can be achieved on specified performance requirements.

Career Field Education and Training Plan (CFETP). A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Continuation Training. Additional training exceeding initial requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an AFS or duty position. Core tasks may be specified for a particular skill level or in general across the AFSC..

Course Objective List (COL). A publication derived from the initial or advanced skills course training standard, identifying the task and knowledge requirements, and respective standards needed to achieve a 3, 5, and 7-skill level in this career field. Supervisors use the COL to assist in conducting Graduate Assessment Surveys (GAS) in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

Distance Learning (DL). Includes video teleseminar (VTS), video teletraining (VTT), and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

Graduate Assessment Survey (GAS). A survey sent from the technical training school to supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course/program in meeting established training requirements.

Initial Skills Training. A formal resident course, which results in award of the initial skill level.

Instructional Systems Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of the tasks performed within a particular AFS.

Office of Primary Responsibility (OPR). Agency charged with responsibility for a project or tasking.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel OJT program occurs both during and after the upgrade training process. It is designed to develop the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Deficiencies such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course, which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (OJT) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC QTP. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) personnel.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge an airman in a particular AFS needs on the job. It further serves as a contract between AETC and the functional user to show overall training requirements for an AFSC that are taught in formal schools and learned through correspondence courses.

Standard. An exact value, either a physical entity or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Module (TM). A group of tasks performed within an AFS that are performed together and require common knowledge, skills, and abilities. An identification code and a statement identify TMs.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Trained Personnel Requirement (TPR). The number of personnel needing to be trained in a specific career field in order to maintain the proper skill level requirements for that career field.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). Computer-based decision support technology designed to assist AFCFMs in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development, and the range of issues is greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, OJT, field training, MTT, self-study, etc.).

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or AFS. There are two types of patterns: (1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been or are assigned; and (2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum, which includes the AFCFM, MAJCOM Functional Managers (MFMs), Subject Matter Experts (SMEs), and AETC training personnel to determine career ladder training requirements.

Section A - General Information

1. Purpose This CFETP provides information necessary for AFCFMs, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course requirements for award of the 3, 5, 7, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or DL courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field's training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Uses The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and DL based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP's mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or DL courses can satisfy identified requirements. MAJCOM-developed training to support this AFS must be identified for inclusion in the plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description The information listed below can be found in AFMAN 36-2108, *Airman Classification*, which contains current and complete specialty qualification data.

CEM Code 1C300

AFSC 1C391 Superintendent

AFSC 1C371 Craftsman

Journeyman AFSC 1C351

Apprentice AFSC 1C331

Helper AFSC 1C311

4.1. Specialty Summary. Manages and performs activities within Command Posts (CP), operations centers, rescue coordination centers, and command centers. Provides command, control, communications, and information support. Receives and relays Command and Control (C2) instructions. Records, collects, processes, and submits manual and automated data products. Establishes procedures for operational reports and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance. Uses communications systems and consoles to effect positive control

of assigned forces and weapons systems. Ensures compliance with policies and procedures. Related DoD Occupational Subgroup: 250.

4.2. Duties and Responsibilities.

4.2.1. Performs C2 actions in the execution phase of Emergency War Orders, Emergency Plans, Operations Orders, and Operations Plans. Relays C2 instructions for launch, execution, diversion, recall, evacuation, recovery, recycle, and reconstitution of forces. Coordinates and executes search and rescue activities. Receives, processes, and disseminates emergency action messages. Coordinates with other agencies and organizations during planning, execution, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows aerospace resources and monitors mission status. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Ensures operational readiness and adherence to standards. Recommends actions to correct CP deficiencies. Maintains forecasts and current worldwide weather. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

4.2.2. Prepares and submits operational and readiness reports. Analyzes and disseminates information derived from operational and readiness reports. Develops operational reporting procedures. Manages SORTS program. Develops procedures, maintains databases, trains personnel, and conducts staff assistance visits. Ensures SORTS data is current and accurate. Monitors and reports information on international treaty requirements and aerospace assets. Reports degree of success for aerospace mission and disposition of force.

4.2.3. Operates and monitors voice, data, and alerting systems. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Maintains proficiency in Theater Battle Management Core Systems (TBMCS). Establishes staffing, communications, and facility requirements.

4.3. Specialty Qualifications.

4.3.1. **Knowledge.** Knowledge is mandatory of: Air Force organization and administration; CP supporting data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of CP for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; and encode, decode, and authentication procedures used by command of assignment.

4.3.2. **Education.** For entry into this specialty, completion of high school or a Graduate Equivalency Diploma (GED) is mandatory.

4.3.3. **Training.** For award of the AFSC 1C331, completion of career field technical training school.

4.3.4. **Experience.** The following experience is mandatory for award of the AFSC indicated:

4.3.4.1. **1C351.** Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling operational automated

TBMCS and CP system data input and output, using data processing devices, data coding methods, and communications operations.

4.3.4.2. **1C371.** Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of CP operations.

4.3.4.3. **1C391.** Qualification in and possession of AFSC 1C371. Also, experience managing and directing CP functions.

4.3.5. **Other.** The following are mandatory as indicated:

4.3.5.1. For entry into this specialty, individual must:

4.3.5.1.1. Have an AQE score of 48 in the General category of the AF Aptitude Test.

4.3.5.1.2. Have normal color vision as defined in AFI 48-123, *Medical Examination and Standards*, be able to lift at least 40 lbs, worldwide qualified for assignment, and medically qualified for mobility.

4.3.5.2. For entry, award, and retention of this AFSC, individual must:

4.3.5.2.1. Continue to demonstrate mental and emotional stability.

4.3.5.2.2. Be able to speak clearly and distinctly and be able to type/keyboard at least 14 words per minute.

4.3.5.3. For award and retention of AFSC 1C331/51/71/91/00, individual must be eligible for a Top Secret security clearance as defined by AFI 31-501, *Personnel Security Program Management*.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. **Apprentice (3-Skill Level).** Completion of the Apprentice Course and initiation of all security investigation request forms (SF 86, AF Form 2583, and DD Form 1879) for a Top Secret clearance are mandatory for award of the 3-skill level.

5.2. **Journeyman (5-Skill Level).** Completion of the Career Development Course (CDC) and all 5-skill level core tasks.

5.3. **Craftsman (7-Skill Level).** Completion of Airman Leadership School, all 7-skill level core tasks, UGT requirements, either OJT, or when available, the 7-skill level craftsman course. NOTE: Once the 7-skill level craftsman course is available, all otherwise eligible personnel in UGT to the 7-skill level must complete the course prior to award of the 7-skill level.

5.4. **Superintendent (9-Skill Level).** Completion of all formal training, OJT requirements, and the Senior NCO Academy Resident Course (or by correspondence for Air Reserve Component (ARC)).

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the CP career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. A strategy will reduce duplication of training and eliminate a disorganized training approach.

- 6.1. **Initial Skills.** The initial skills course provides training needed by graduates to assume CP positions Air Force wide.
- 6.2. **5-Skill Level Upgrade Requirements.** CDC 1C351 teaches general skills necessary for award of the 5-skill level. Unit or mission-specific skills and knowledge are locally determined and taught.
- 6.3. **7-Skill Level Upgrade Requirements.** The advanced skills course provides SSgts the education and training necessary to become a 7-skill level craftsman.
- 6.4. **Proficiency Training.** MAJCOMs identify required proficiency training in their respective QTP.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Science Degree. In addition to the associate degree program, CCAF offers the following:

7.1. **Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. **Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. CCAF uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/ Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. **Degree Requirements.** Successful completion of the criteria below and award of the 5-skill level will lead to award of an Associate in Applied Science Degree in Information Systems Technology through CCAF for our AFSC. The following excerpt from the CCAF Catalog, Pg. II-42, details the requirements for award of the CCAF degree. Obtain additional information on CCAF degrees and requirements through your base education office, or the CCAF representative at Maxwell AFB, AL, DSN 493-2041.

	<i>Semester Hours</i>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	64

7.3.1. **Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Airborne Information Systems	12
Broadcast Information Systems	9
Broadcast Information Systems Management	6
CCAF Internship	16
Command and Control Information Systems	9
Communication-Electronics Program Management	12
Communication Networking	6
Computer Security	6
Data Information Systems	9
Data Information Systems Management	6
Personnel Data Systems	12
Telecommunications Administration	3
Telecommunications Industry Regulation	3
Telecommunications Technology	6

Technical Electives

<i>Subjects/Courses</i>	<i>Semester Hours</i>
AF Enlisted Professional Military Education	12
Basic Accounting	3
Business Mathematics/Statistics	3
Computer Science	12
Data Communications	3
FCC General Radiotelephone Operator's License	9
Mathematical Spectrum Analysis	6
Radio Communications	6
Typing/keyboarding	3

7.3.2. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course is required.	
If an acceptable mathematics course is applied as a technical or program elective, a natural science course meeting GER application criteria may be applied as a general education requirement.	
Social Science	3
Anthropology, Archaeology, Economics, Geography, Government, History,	

Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (Criticism, Appreciation, Historical Significance), Foreign Language, Literature, Philosophy, or Religion	

7.3.3. Leadership, Management, and Military Studies (6 Semester Hours):

Professional military education and/or civilian management courses.

7.3.4. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.3.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See CCAF General Catalog for details regarding an Associate of Applied Science Degree for this specialty.

7.4. Off-duty Education. Additional off-duty education is a personal choice and encouraged for all. Individuals desiring to become an AETC Instructor should actively pursue an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. Table 8.1 depicts typical duty positions in the CP career field by grade level. This table is intended as a guide only to provide airmen and NCOs a “snapshot” of possible duty positions in planning their careers and duty assignments.

Table 8.1. Duty Position Table		GRADE REQUIREMENTS		
Duty Position	Avg Grade	Avg Years	High Year Tenure	
Helper/Apprentice Console Controller	AB AMN	<1		
Console Controller, Operational Reports/SORTS	A1C	16 Mos		
Instructor, Console Controller, Reports Controller	SRA	3	10	
Senior Controller, NCOIC Reports, NCOIC Training, Console Controller, Reports Controller, Instructor, Joint Special Duty, Air Staff/MAJCOM Staff NCO	SSG	3-10	20	
NCOIC Command Post, Senior Controller, NCOIC Reports, NCOIC Training, Instructor, Joint Special Duty, Air Staff/MAJCOM Staff NCO	TSG	10-15	20	
NCOIC Command Post, Senior Controller, NCOIC Reports, NCOIC Training, Instructor, Joint Special Duty, Air Staff/MAJCOM	MSG	12-20	24	
MAJCOM Functional Mgr, Cmd Center Supt, Chief, Policy and Procedures, MAJCOM IG, Joint Special Duty	SMS	17-22	26	
AF Career Field Mgr, MAJCOM Functional Mgr, Cmd Center Supt, Chief, Policy and Procedures, MAJCOM IG, Joint Special Duty, CCM	CMS	19-24	30	

8.2. Enlisted Education and Training Path.

8.2.1. The following table shows the education and training path sequence and timeline for progression in the 1C3X1 career field.

Table 8.2. Enlisted Education and Training Path

Education and Training Requirements	GRADE PROGRESSION PATH			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school	Amn	6 months		
Apprentice Technical School (3-Skill Level)	A1C	16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 9 months UGT for retrainees, and 15 months for normal UGT. - Complete appropriate CDC if/when available.	SrA	36 months	28 months	10 years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on.	SSgt	7.5 years	3 years	20 years
	<p style="text-align: center;"><u>Trainer</u></p> <p>- Recommended by supervisor, and appointed by commander in writing. - Be task qualified and certified; must attend a formal trainers course.</p>			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - Retrainees: 6 months UGT before eligible for 7-skill level course. Total 12 months UGT. - Normal UGT: 12 months UGT before eligible for 7-skill level craftsman course. Total 18 months UGT. - Complete OJT or the 7-skill level craftsman course when available. - Must be 7-skill level to sew on TSgt.	TSgt	12.5 years	5 years	20 years
	<p style="text-align: center;"><u>Certifier</u></p> <p>- Appointed by the commander in writing. - Task qualified and certified, and someone other than the trainer. - Be at least a SSgt 5-level or civilian equivalent. - Attend a formal certifier course.</p>			
NCO Academy (NCOA) - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	MSgt	16 years	8 years	24 years
USAF Senior NCO Academy (SNCOA) - Must be a CMSgt selectee, SMSgt, SMSgt selectee, or selected MSgt. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS in Part II, Sections A and B of this CFETP.

10. Specialty Qualification.

10.1. Apprentice (3-Skill Level) Training:

10.1.1. Knowledge. Knowledge is mandatory of: duties and functions associated with a command post; procedures for receipt, issue, inventory, and destruction of COMSEC material; elements of operations security (OPSEC) and computer security (COMPUSEC); maintaining classified material; requirements for personnel reliability program; proper safety procedures in a command post environment; Global Command and Control System (GCCS) description; purpose and types of command post training programs; rescue and recovery terms and procedures; processing operational and administrative message traffic; and the purpose of SORTS.

10.1.2. Education. Completion of high school or a GED is mandatory.

10.1.3. Experience. Experience is mandatory in functions such as: processing and using automated operational data; using C2 data processing devices; data coding methods; and performing command post functions.

10.1.4. Training. Initial skills training in this specialty consists of the tasks and knowledge provided in the 3-skill level resident course (*E3ABR1C331-005, PDS Code WR9*) located at Keesler AFB, MS. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of OSR data and 1C3X1 SME input. Tasks and knowledge training requirements are identified in the Specialty Training Standard, in Part II, Sections A and B. Individuals must complete the initial skills course for award of AFSC 1C331.

10.1.5. Other. Eligibility for a Top Secret security clearance and PRP certification, speaking clearly and distinctly, typing 14 words per minute, and normal color vision are required for award of this AFSC.

10.1.6. Training Sources and Resources. Completion of course *E3ABR1C331-005, PDS Code WR9* satisfies the knowledge and performance requirements specified in the specialty qualification portion of Part I, Section B, for award of the 3-skill level.

10.1.7. Implementation. Entry into training occurs upon completion of basic training or an approved retraining from another AFSC. Basic trainees selected for AFSC 1C3X1 are screened during basic training to ensure they meet the minimum requirements for entry and award of this AFSC. Applicants applying for retraining into this AFSC must: be interviewed by the local command post chief or NCOIC/superintendent to determine suitability for command post duties, and meet the minimum requirements for entry and award of this AFSC as specified in Section B. If no command post exists, individuals must be interviewed and recommended by their commander for entry into AFSC 1C3X1 and recommendations must be reviewed and approved by the MFM. Successful

completion of the Apprentice Course results in award of the 3-skill level. **Error!**
Bookmark not defined.

10.2. Journeyman (5-Skill Level) Training:

10.2.1. Knowledge. Knowledge is mandatory of: Air Force directives controlling movement and transfer of command weapons systems; encode, decode, and authentication procedures and systems peculiar to the command of assignment; exact procedures for implementing command emergency actions; command post missions and plans for force preparation, execution, control, recall, diversion, recycle, and recovery; Air Force organization; maintaining files and publications; command post automated and manual reporting systems; types of required recurring and special command post reports; capabilities of manual and automated systems; methods of editing input and output data; and techniques for presenting data.

10.2.2. Experience. Experience is mandatory in: maintaining physical security for a command post; implementing Helping Hand and Covered Wagon procedures; implementing threat conditions (THREATCONs) and information operations conditions (INFOCONs); coordinating flying operations and aircraft flight following procedures; using encode and decode methods; processing EAMs; operating communications systems, automated data processing equipment, and C2 information processing equipment; using time and location reference systems; translating and disseminating weather information; conducting briefings; processing operational reports; and maintaining command post displays and logs.

10.2.3. Training. Individuals must complete the following for upgrade to the 5-skill level: the 5-skill level CDC, and a minimum of 15 months UGT (9 months UGT for retrainees). Additional qualification training becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or weapons system is employed, or anytime new techniques or procedures are developed. Completion of all core tasks identified in the STS and successful completion of the 5-skill level CDC.

10.2.4. Training Resources. Successful completion of CDC 1C351 satisfies most of the knowledge requirements required for upgrade to the 5-skill level. The STS in Part II, Section A of this CFETP and MAJCOM QTP provide the knowledge and task requirements for qualification in a particular duty position. Core tasks identified in Part II, Section A, of this CFETP must be completed prior to upgrade to the 5-skill level.

10.2.5. Implementation. Enrollment in CDC 1C351 takes place after completion of the Apprentice Course and arrival at the first permanent duty station. Successful completion of the CDC, completion of appropriate 5-skill level STS tasks, and 15 months experience (9 months for retrainees) in the duty position assigned are required for upgrade to the 5-skill level.

10.3. Craftsman (7-Skill Level) Training:

10.3.1. Knowledge. Knowledge is mandatory of: C2 missions and plans for force preparation, execution, control, recall, diversion, recycle, and recovery; procedures for implementing command emergency actions and directives; command weapons systems movement and transfer procedures; use of encode, decode, and authentication procedures; purpose of command post for preparing, executing, and controlling assigned forces; C2

supporting data systems and reporting; automated data processing equipment capabilities and limitations; data collection procedures and summary techniques; techniques for auditing, analyzing, and presenting command post data; and Air Force organization and administration.

10.3.2. Experience. Qualification is mandatory as a Command Post Journeyman. Experience is mandatory in: directing command post functions and supervising or training command post controllers performing command post duties.

10.3.3. Training. Upgrade training to the 7-skill level in this specialty consists of a minimum of 12 months UGT (6 months UGT for retrainees) before being eligible to begin the 7-skill level craftsman course. Total 18 months UGT (12 months UGT for retrainees). Completion of all core tasks identified in the STS and successful completion of the 7-skill level craftsman course.

10.3.4. Training Resources. Successful completion of course *E6ACS1C371-000, PDS Code XBH* satisfies the knowledge and task requirements specified in the specialty knowledge section above for award of the 7-skill level. Core tasks identified in Part II, Section A, of this CFETP must be completed prior to the award of the 7-skill level.

10.3.5. Implementation. SSgt 5-levels with 12 months UGT (6 months UGT for retrainees) are eligible to begin the 7-skill level craftsman course. Successful completion of the 7-skill level craftsman course and 18 months UGT (12 months UGT for retrainees) results in award of the 7-skill level. Completion of all applicable STS items for the duty position assigned satisfies the knowledge and task requirements for qualification training.

10.4. Superintendent (9-Skill Level) Training:

10.4.1. Knowledge. Command weapons systems movement and transfer procedures; purpose of command post for preparing, executing, and controlling assigned forces; Joint Operations and Doctrine; emergency actions and directives; encode, decode, and authentication procedures used by command of assignment; maintenance coordination functions and procedures; C2 supporting data systems and reporting; automated data processing equipment use, capabilities, and limitations; data collection procedures and summary techniques; techniques of presenting data; and Air Force organization and administration.

10.4.2. Experience. Supervising and directing all aspects of command post operations including training, operational reporting and personnel management; data coding methods; properly using data processing devices; and functions such as processing automated operational data and reports.

10.4.3. Training. To be awarded AFSC 1C391, an individual must be a SMSgt and have completed the Senior NCO Academy in residence (or by correspondence for ARC).

10.4.4. Training Resources. Successful completion of the USAF Senior NCO Academy Resident Course partially satisfies the knowledge requirements of the specialty knowledge section above. Completion of all applicable QTPs should satisfy remaining knowledge and experience requirements listed above.

10.4.5. Implementation. CMSgt selectees, SMSgts, SMSgt selectees, and selected MSgts are eligible to attend the USAF Senior NCO Academy at Gunter AFB, AL. Completion of the SNCO Academy in residence and sew on of SMSgt is required for award of the 9-skill level. Completion of the SNCO Academy in residence is mandatory

before assuming the grade of CMSgt (or by correspondence for ARC). **EXCEPTION:** MSgts or SMSgts who completed the SNCO Academy Correspondence Course prior to 21 Jun 93 will retain their 9-skill level.

Section D. Resource Constraints - None

Section E. Transitional Training Guide - None

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC beginning with class 000104.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Tasks, Knowledge, and Technical References) the most common tasks, knowledge, and Technical References (TR) necessary for airmen to perform duties in the 3, 5, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1.

Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. *(As a minimum, use the following column designators: Tng Comp, Certifier Initials).*

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201.

When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding

to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the **GO/NO GO** level. **GO** means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career field, develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the ARC.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 334 TRS/TRR, 700 Hangar Rd SU 135, Keesler AFB MS 39534-2335. Reference specific STS paragraphs. For a quick response to a problem, call our Customer Service Information Line, DSN 597-4566, anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

NOTES

1. Items in column 2 marked with an asterisk (*) are core tasks required to upgrade to the 7-skill level.
2. Items in column 2 marked with a double asterisk (**) are core tasks required to upgrade to the 5 and 7-skill level.
3. Items in column 2 marked with a pound (#) are trained during wartime.

Section B - Course Objective List.

4. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the students can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. Course Objective. These objectives are listed in the sequence taught by Block of Instruction.

7.1. Initial Skills Course:

7.1.1. Block I

7.1.1.2. Command and Control Introduction and Structure

7.1.1.2.1. Identify characteristics of the Joint Command Structure. STS: 7.1 Meas: W

7.1.1.2.2. Identify characteristics of the Global Command and Control System (GCCS). STS: 8.10.1 Meas: W

7.1.1.2.3. Identify characteristics of the Air Force Command Structure. STS: 7.2.1, 7.2.2 Meas: W

7.1.1.3. Command Post Standards

7.1.1.3.1. Identify requirements for skill level progression in the 1C3X1 career field. STS: 1.1 Meas: W

7.1.1.3.2. Identify duties associated with specific Air Force Specialty Codes (AFSC). STS: 1.2 Meas: W

7.1.1.3.3. Identify command post controller training requirements. STS: 5.1, 5.2, 5.3
Meas: W

7.1.1.3.4. Identify characteristics of the Air Force Occupational Safety and Health Program (AFOSH). STS: 3.1, 3.2, 3.3 Meas: W

7.1.1.3.5. Identify Strategic Arms Control Treaties that may impact U.S. Air Force installations. STS: 12 Meas: W

7.1.1.3.6. Identify requirements for units with a nuclear mission. STS: 2.7, 2.8, 2.9
Meas: W

7.1.1.4. Command Post Systems and Communications

7.1.1.4.1 Identify characteristics of a command post. STS: 7.2.1, 7.2.2 Meas: W

7.1.1.4.2. Identify shift changeover checklist and briefing procedures. STS: 10.3 Meas.
W

7.1.1.4.3. Identify procedures for operating non-secure and secure voice communications systems. STS: 8.2, 8.5 Meas: W

7.1.1.4.4. Identify procedures for assisting in search and rescue/recovery operations. STS: 9.3.1, 9.3.2 Meas: W

7.1.1.4.5. Identify characteristics and uses of reference systems. STS: 10.11, 10.12
Meas: W

7.1.1.5. Information Security

7.1.1.5.1. Identify procedures for safeguarding classified material. STS: 2.5.1, 2.5.2, 2.5.4, 2.10 Meas: W

7.1.1.5.2. Identify requirements for reporting security violations> STS: 2.5.3 Meas: W

7.1.1.5.2. Identify procedures for controlling COMSEC material. STS: 2.2.1, 2.2.2, 2.2.3, 2.2.5 Meas: W

7.1.1.5.3. Identify procedures for maintaining computer security (COMPUSEC). STS: 8.8, Meas: W

7.1.1.6. Specific Operations Security (OPSEC) Vulnerabilities of AFSC 1C3X1

7.1.1.6.1. Identify Operations Security (OPSEC) characteristics. STS: 2.4.1, 2.4.2
Meas: W

7.1.1.7. Physical Security

7.1.1.7.1. Identify security reporting and alerting procedures. STS: 2.6.3, 2.6.4, 2.6.5
Meas: W

7.1.1.7.2. Identify proper command post entry procedures. STS: 2.6.1, 2.6.2 Meas: W

7.1.1.8. Weather

7.1.1.8.1. Interpret weather sequences. STS: 8.3, 10.14 Meas: W

7.1.2. **Block II**

7.1.2.1. Joint Reporting Structure

7.1.2.1.1. Identify characteristics of the Joint Reporting Structure. STS: 10.13 Meas:
W

7.1.2.1.2. Identify requirements for preparing Status of Resources and Training System (SORTS) reports. STS: 11 Meas: W

7.1.2.1.3. Identify requirements for submitting operational reports. STS: 10.13 Meas:
W

7.1.2.1.4. Identify procedures for preparing a message log. STS: 10.9.1, 10.9.2, 10.10
Meas: W

7.1.2.1.5 Using extracts from AFMAN 10-206 and US Message Text Formats (USMTF) from AFPAM 10-709 V1, format an OPREP-3 report on a DD Form 173/4 with no more than five formatting errors and two instructor assists. STS: 10.13 Meas: W/PC

7.1.2.1.6. Identify general message preparation requirements for automated message reports. STS: 10.13 Meas: W

7.1.2.1.7. Using a personal computer and automated reporting software complete an automated report scenario with no more than two errors and one instructor assist. STS: 8.7, 10.13 Meas: W/PC

7.1.3. **Block III**

7.1.3.1. AMC/ACC Mission Monitoring

7.1.3.1.1. Identify the functions of AMC/ACC coordinating agencies. STS: 9.1 Meas:
W

7.1.3.1.2. Identify the characteristics of the AMC/ACC scheduling system. STS: 9.2
Meas: W

7.1.3.1.3. Identify the characteristics of an AMC mission identifier. STS: 9.2 Meas: W

7.1.3.2. AMC Flight Following

7.1.3.2.1. Using a training scenario, prepare an AMC flight following form with no more than two errors and one instructor assist. STS: 9.1, 9.2 Meas: W/PC

7.1.3.2.2. Using KDA 1376, operate the AMC Command and Control Information Processing System (AMC C2IPS) with no more than two errors and one instructor assist. STS: 8.10.3., 9.2 Meas: W/PC

7.1.3.3. ACC Flight Following

7.1.3.3.1. Identify procedures used for all phases of flight following operations. STS: 9.1, 9.2 Meas: W

7.1.3.3.2. Describe basic facts and terms associated with the processing of deployment orders. STS: 10.6.1, 10.6.2, 10.6.3 Meas: W

7.1.3.3.3. Describe basic facts and terms associated with the processing of air tasking orders (ATO). STS: 10.7 Meas: W

7.1.3.3.4. Identify basic facts and terms about Theater Battle Management Core Systems. STS 8.10.2 Meas: W

7.1.4. **Block IV**

7.1.4.1. Simulated Operations

7.1.4.1.1. Operating as a controller in the command post lab, apply entry control procedures to ensure no unauthorized individuals gain access, with no more than one error and one instructor assist. STS: 2.6.1, 2.6.2 Meas: PC

7.1.4.1.2. Given situations requiring the use of console communications, operate console communications equipment with no more than one error per transmission, and one instructor assist. STS: 8.1, 8.2, 8.5 Meas: PC

7.1.4.1.3. Given situations requiring the use of Quick Reaction Checklists (QRCs), annotate appropriate QRCs with no than one error per checklist, and one instructor assist. STS: 10.8 Meas: PC

7.1.4.1.4. Using the appropriate security checklist, implement appropriate security measures with no more than one error per security incident, and one instructor assist. STS: 2.6.3, 2.6.4, 2.6.5, 10.10, 10.12 Meas: PC

7.1.4.1.5. Using COMSEC training materials, inventory and control simulated COMSEC materials with No more than one error and one instructor assist. STS: 2.2.3 Meas: PC

7.1.4.1.6. Operating in a simulated command post, control classified materials and report security violations with no more than one error and one instructor assist. STS: 2.5.1, 2.5.3 Meas: PC

7.1.4.1.7. Given exercise inputs, alert aircraft with no more than one error and one instructor assist. STS: 8.6, 10.4 Meas: PC

7.1.4.1.8. While performing duties as a controller in the command post lab, make required entries in the events log with no more than one error and one instructor assist. STS: 10.1 Meas: PC

7.1.4.1.9. Given flight following information for all phases of flight operations, flight Follow aircraft with no more than one error per phase, and one instructor assist. STS: 9.1, 9.2, 10.11 Meas: PC

7.1.4.1.10. Given data requiring display updates, disseminate display information with no more than one error and one instructor assist. STS: 10.2, 10.14 Meas: PC

7.1.4.1.11. Using Emergency Action Procedures (EAP) and EA checklists, process Emergency Action Messages (EAMs) with no more than one error and one instructor assist per message. STS: 8.6, 10.3, 10.5 Meas: PC

7.1.4.1.12. Using a shift changeover checklist, conduct a shift changeover briefing with no more than one error and one instructor assist. STS: 10.3, Meas: PC

Section C - Support Material.

8. NOTE: There is currently no advanced course. This area is reserved.

Section D - Training Course Index

9. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to AFCAT 36-2223, USAF Formal Schools, for information on all courses listed on this index.

10. Air Force In-Residence Courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E3ABR1C331-005	Command Post Apprentice	Keesler AFB, MS

11. Mobile Training Teams

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
E4OST33S3C-069	AMC C2IPS Operator Course	Host Site
E4OST1C351 000	SORTS Data Handler Course	Host Site

12. MAJCOM Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Location</u>
V3AZP1C351 002	Emergency Action Control IQT Course	Schriever AFB, CO
Y120021	ACC Unit C2 Trainers Course	Dyess AFB, TX
Y120034	ACC CP Management Orientation Course	Dyess AFB, TX
Y120025	ACC Unit C2 Reports Course	Dyess AFB, TX
Y120031	USAF STARS Operations Course	Dyess AFB, TX
AMC FIXED C-2	AMC Fixed Command and Control	Fort Dix, NJ
AMC-SIOP	Joint Nuclear Command and Control	Fort Dix, NJ
USAFE-C2	USAFE Command and Control	Ramstein AB, GE
USAFE-TRAINER	USAFE C2 Trainers Course	Ramstein AB, GE
E5AZG1C371 000	Maritime Search and Rescue Coordinator	Yorktown, VA
E5AZG1C371 001	Inland Search and Rescue Coordinator	Yorktown, VA

13. Distance Learning Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Volumes</u>
CDC 1C351	Command Post Journeyman	2

14. Courses Under Development

<u>Course Number</u>	<u>Course Title</u>	<u>USER</u>
E6ACS1C371 000	Command Post Craftsman	UNIT

Section E - MAJCOM Unique Requirements

NOTE: There are currently no MAJCOM unique requirements. This area is reserved.